

**Revised
NATIONAL
GUIDELINES FOR
APPRENTICESHIP STANDARDS**

developed by

**AMERICAN CULINARY FEDERATION
ST. AUGUSTINE, FL**

for the occupations of

COOK

RAIS CODE: 0633 O*NET CODE: 35-2014.00

PASTRY COOK

RAIS CODE: 0722 O*NET CODE: 51-3011.01

**DEVELOPED IN COOPERATION WITH THE
UNITED STATES DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING**

**APPROVED AND CERTIFIED BY THE
UNITED STATES DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

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CERTIFICATION DATE: June 15, 2004

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FOREWORD

The American Culinary Federation recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the food service industry. Registered apprenticeship is the most practical and sound training system available to meet that need, to develop individuals into skilled journeyworkers, and to ensure industry an adequate supply of skilled workers.

Title 29, Code of Federal Regulations (CFR), Part 29, outlines the requirements for registration of acceptable apprenticeship programs for Federal purposes, and sets forth labor standards that safeguard the welfare of apprentices. Such registration may be by the U. S. Department of Labor, Bureau of Apprenticeship and Training (the Bureau), or by a State Apprenticeship Agency recognized by the Office of Apprenticeship Training, Employer and Labor Services as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, CFR, Part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these National Guideline Standards is to provide policy and guidance to local chapters in developing these Standards for Apprenticeship for local approval and registration. These National Guideline Standards developed by the American Culinary Federation are certified by the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services, as substantially conforming to the requirements of Title 29 CFR Parts 29 and 30. State Apprenticeship Agencies/Councils recognized by the Bureau to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered by each local Apprenticeship Committee that undertakes to carry out an apprenticeship training program. The local Standards of Apprenticeship will be the local Apprenticeship Committee's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed to by the local Apprenticeship Committee, and must meet all the requirements of the Registration Agency.

The American Culinary Federation has dedicated its time to develop an efficient training program so the apprentice can, through a systematic program of on-the-job learning and related instruction, become a well qualified cook or pastry cook. The degree of success that the American Culinary Federation has in its operation will depend entirely upon the willingness of all local parties of the culinary industry to cooperate in this joint activity. Quality training methods remain a high priority with the American Culinary Federation.

DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES

Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment, and training of apprentices throughout their apprenticeship.

Those programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection Procedure that is approved by the Registration Agency as part of the Standards of Apprenticeship.

A sample Affirmative Action Plan and Selection Procedure are attached.

Representatives of the Registration Agency are available to assist the local Apprenticeship Committee in developing its Standards of Apprenticeship, Affirmative Action Plan and Selection Procedures using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures must be submitted to the Registration Agency for approval and registration.

**OFFICIAL ADOPTION OF NATIONAL GUIDELINES FOR
APPRENTICESHIP STANDARDS:**

The American Culinary Federation hereby officially adopts these National Guidelines for Apprenticeship Standards on this 30th of April 2004.

/s/Thomas J. Macrina, CEC, AAC
Chairman, ACF

/s/Edward G. Leonard, CMC, AAC
President
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